



Fiscal Analyst 4
Finance and Administration Services
Olympia, Washington

Compensation: Range 52 - \$3,371 – \$4,315/mo

Closing Date: September 29, 2006 (5:00 p.m.)

Our Mission:

Great people, great service, working together for a safer Washington.

Our Vision:

Department of Licensing: One vision, one voice - excellence every time.

Nearly every Washington State resident interacts with the Department of Licensing (DOL) in some way through driver licensing, vehicle or vessel tabs, or for professional business licenses. The DOL employs more than 1,200 people in over 60 locations statewide. To learn more about our agency, please visit our website at www.dol.wa.gov.

Our Core Competencies:

We have chosen the following competencies as "key" in driving the success of our employees in achieving the mission and vision of DOL:

Communication Effectiveness: Use effective listening skills and apply effective written and oral communication techniques to convey clear, timely, persuasive messages that positively influence the thoughts and actions of others.

Customer Centered: Search out and identify internal and external customers' service delivery requirements to improve efficiency, effectiveness, and satisfaction.

Ethics and Integrity: Earn the trust, respect and confidence of coworker and customers through fairness, truthfulness, honesty, sensitivity, reliability and professionalism in all interactions.

Performance Leadership: Create and nurture a results oriented culture that focuses on measurable outcomes by fostering teamwork and innovation to accomplish the organization's mission and goals.

Personal accountability/Initiative: Accept responsibility for the quality and timeliness of her/his work to meet or exceed predetermined goals and objectives with little need for oversight.

In addition, our supervisors and managers demonstrate the following:

Strategic Thinking/Planning and Vision: Consistent with the direction of the Agency, develop, communicate, and implement a plan to achieve a preferred future and influence others to follow.

Human Resource Management: Proactively apply sound human resource management practices within area of responsibility and consistent with the Agency's human resource management logic model.

Position Objectives & Responsibilities:

This position supervises day-to-day operations and scheduling of one Fiscal Analyst 2, two Fiscal Analyst 1's and two Fiscal Technicians. This position is also responsible for preparing various Journal Vouchers for input to the Agency Financial Reporting System (AFRS) and the DOL Revenue reporting system. The Fiscal Analyst 4 processes miscellaneous revenue and recovery of expenditures, prepares several Fuel Tax reports that are used by various state agencies along with the State Treasurer's Office and schedules staff to ensure revenue is posted accurately and deposited within 24 hours of receipt.

Required Qualifications and Experience:

- A bachelor's degree with 15 semester or 30 quarter hours of college-level accounting,
- OR**
- Two Years of professional accounting, budgeting or auditing experience with 15 semester or 30 quarter hours of college-level accounting.
- AND**
- Experience analyzing and effectively reporting financial and performance data.
 - Experience with financial applications (mainframe and/or software).
 - Experience with 10-key and/or calculator.

Desired Competencies:

- Experience accounting for revenue within the state accounting system. Experience with Microsoft Outlook.
- Experience at an intermediate level in Microsoft Excel.
- Effective communication skills (verbal, written, telephone and email).
- Ability to perform duties within fiscal cutoffs.
- Ability to maintain cordial business relationships with DOL personnel.

Compensation

This position is in general government service. Starting monthly compensation is \$3,371 - \$4,315/mo depending upon qualifications. We offer a solid benefits package that includes a state retirement plan, deferred compensation, 11 paid holidays, paid vacation and sick leave, and a full array of health, dental, life, and long-term disability insurance coverage. This position is in a collective bargaining unit and as a condition of employment you will be required to become a union member or pay a fee as outlined in the Master Agreement.

Application Procedure

E-mail is the preferred method of application and will be used as the primary method of communication throughout this process.

E-mail application materials to HRrecruit@dol.wa.gov with a subject line of *06-158G FA4*.

All requested materials must be submitted.

- A letter of interest (no more than two pages) describing your skills and experience as they relate to the Required and Desired skills and experience outlined in this announcement;
- A Washington State Job Application;
- A list of three professional references, including one supervisor, one peer, and one customer, with current telephone numbers and addresses.

Note: The act of submitting application materials is considered affirmation that the information provided is complete and truthful. Prior to any new appointment into DOL, a background check will be conducted.

The certified candidate pool for this position may be used to fill other similar positions for up to 6 months after the certification date.

If e-mail is not possible, please mail materials to:

Human Resources Office

Attn: 06-158G FA4

Department of Licensing

PO Box 6007

Olympia, Washington 98507-6007

Persons with disabilities who need assistance in the application process or those needing this announcement in an alternate format may call (360) 664-1510 or TTY (360) 664-9492. The Washington State Department of Licensing is an equal opportunity employer and encourages all qualified persons including disabled and Vietnam era veterans, women, racial and ethnic minorities, people with disabilities and persons over 40 years of age to apply.